



# District of Columbia Army National Guard

## AGR Announcement

Announcement Number: 12-528



<b>APPLICATION MUST BE FORWARDED TO:</b> Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 <b>APPLICATION MUST BE RECEIVED ON CLOSING DATE BY:</b> <b>1500 HRS</b>	<b>OPENING DATE:</b> 15 September 2012	<b>CLOSING DATE:</b> Open Until Filled
	<b>Position Title, Series, Grade, Salary Range</b> <b>Supervisory Financial Technician</b> <b>Para/Ln: 301B/03</b> <b>Maximum Military Rank: SSG/E-6</b> <b>Minimum Military Rank: SGT/E-5</b>	
	<b>Selectee will be assigned to a compatible military position.</b> <b>Military Duty Assignment: 36B</b>	
	<b>Appointment Status</b>  <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Officer	
<b>Position Location:</b> USPFO, JFHQ-DC, DCARNG 2001 East Capitol St SE Washington, DC		
<b>AREA OF CONSIDERATION:</b>  <p style="text-align: center;"><b>AGR: III</b></p> <p style="text-align: center;">All Sources, AGR Resource Available</p>		
<b>Special Remarks:</b> <a href="http://dcng.ngb.army.mil/">http://dcng.ngb.army.mil/</a>		
<b>INSTRUCTION FOR APPLYING:</b> This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit <u>all documents</u> will <u>result in your application not being considered for employment</u> . Applicant's application must contain current unit assignment, MOS/SSI and military grade. All submitted documents must be current. <u>No binders please.</u>		
<p style="text-align: center;"><b><u>AGR REQUIRED DOCUMENTS:</u></b></p> <p style="text-align: center;"><b><u>No binders please</u></b></p> <ol style="list-style-type: none"> <li>1.) NGB 34-1, Application for Active Guard/Reserve (AGR) Position with <u>original signature</u>. <u>Dated Nov 2010</u></li> <li>2.) <b>Email address and additional point of contact number(s) (separate paper)</b> (New Item)!</li> <li>3.) Photocopies of last five current NCOERs</li> <li>4.) <b>DA photo</b> (Class A uniform/Army Service Uniform dated within 12 months). <b>(No Exceptions)</b></li> <li>5.) Current copy of DA 5500-R/5501-R Body Fat Content Worksheet. <b>(Within 1 year)</b></li> <li>6.) Copy of Medically Signed/Completed Medical Profile (MEDPROS), with Periodic Health Information (PHA) included.</li> <li>7.) Most current passing copy of DA 705 (APFT Score Card). <b>(Within 1 year)</b></li> <li>8.) Current Certified DA Form 2-1 (Must be certified by PSNCO). <b>(Within 1 year)</b></li> <li>9.) Current GPFM 1790 (PQR). <b>(Within 1 year)</b></li> <li>10.) Current copy of NGB 23b (RPAM Statement). <b>(Within 1 year)</b></li> <li>11.) Copy of all DD 214s. <b>(If applicable)</b></li> <li>12.) Copy of State driver's license and military driver's license.</li> </ol>		
<b>Condition of Employment:</b> <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
<b>AGR Employment Questions:</b> SFC Ingrid Gardner, Human Resource Assistant can be reached at 202-685-9767 or DSN 325-9767.		
<b>Evaluation Process:</b> Applications will be evaluated solely on information supplied in the application (NGB 34-1). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



# The District of Columbia Army National Guard



**AGR Announcement Number: 12-528**

## **Position: Supervisory Financial Technician**

### **Brief Description of Duties:**

This position is located in the District of Columbia Army National Guard (ARNG) United States Property and Fiscal Office (USPFO), Financial Services Branch. The primary purpose is to direct the work performance and supervise Financial Services Technicians performing duties to accomplish the full range of military, technician, and voucher exam (commercial accounts and travel) payment actions with a full understanding of the technical financial transactions (accounting and budget) process to provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial services. Develops goals and objectives that integrate organizational and Financial Services Branch objectives. Plans and develops work assignments, priorities and training required to effectively meet organization and customer needs. Establishes metrics and reviews performance indicators to assess the efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources and balances organization needs with overall mission requirements and resource interests. Reviews the work and management techniques of subordinate supervisors. Directs self-assessment activities of subordinate supervisors/functions.

### **Qualifications:**

1. Must continue to meet requirements of AR 135-18 and NGR 600-5.
2. Must have a Secret Security clearance or be able to obtain Secret clearance within the first year of AGR tour.
3. Incumbent is required to be or become fully MOS qualified in 36B within 12 months. If not MOS
4. A minimum score in aptitude area 105 CL (Must Have).
5. PULHES: 323221

### **Eligibility Requirements:**

1. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date separation.
2. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date.
3. Must be able to complete 3 years prior to 18 years Active Federal Service.
4. Ineligible if involuntarily separated from the AGR program.
5. Applicant must have 3 years remaining on current enlistment or reenlist prior to first day of tour to meet this requirement.
6. Prior to entry on AD or FTNGD in the AGR Program, must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), and not be pregnant, per AR 40-501 and AR 600-110. Must meet body composition/weight control standard prescribed by AR 600-9.
7. Pregnancy testing for female soldiers will be accomplished no more than 15 days prior to initial entry.
8. Chapter 3 physicals must be accomplished:
  - a. At an active military medical treatment facility, ARNG or USAR medical units, or through the Federal Strategic Health Alliance (FEDS\_HEAL) Program.
  - b. Within 24 months prior to initial entry into the AGR program. Chapter 3 physicals older than 24 months cannot be used to access soldiers into the AGR program. Soldiers with Chapter 3 physicals that are more than 6 months but less than 24 months old prior to the soldier's projected accession into the AGR program must submit a DA Form 7349 reviewed and validated, through a personal interview, by the State/Territory Surgeon or Health Care Provider Designee (physician, physician's assistant or nurse practitioner). The DA Form 7349 must be accomplished within 60 days prior to the first day of AGR duty to ensure that Chapter 3 standard continue to be met.

**Current Unit assignment, MOS/SSI and Military grade must be included on application.  
Incomplete application will not be considered for employment.**